

Job Opportunity Bulletin

Post Date: 5/20/2015

Senior Information Systems Analyst (Specialist)

Salary: \$5,682.00 - \$7,468.00
Permanent, Full-Time
FINAL FILING DATE: 6/3/2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-085-1337-002**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Amanda Corpuz

All applications will be screened
and only the most qualified will
be interviewed.

CONTACT INFORMATION

Name: Amanda Corpuz

Number: (916) 322-7660

Email: amanda.corpuz@dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as a Senior Information Systems Analyst (Specialist) in the Business Enterprise Services Section of the Information Services Division.

The incumbent acts primarily as a lead in Project management and business/information systems analysis, works closely with program management, subject-matter experts and team members to enhance standards, processes and procedures.

For complete duties, please see duty statement on the following page.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of applications, software and hardware products
- Excellent verbal and communication skills
- Excellent customer service skills
- Knowledge and experience in Microsoft Office products, Windows 7

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please include the **basis of your eligibility** (*list eligibles and/or lateral transfers*) and **position #473-085-1337-002** on your application.

Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.

This position is subject to Re-employment/SROC/Surplus clearance.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Senior Information Systems Analyst	DIVISION/BRANCH Information Services/ IT Branch
EMPLOYEE NAME	SECTION/UNIT Business Enterprise Services Section
POSITION NUMBER 473-085-1337-002	EFFECTIVE DATE

SUMMARY: Under the general administrative direction of the Section Manager, the incumbent acts as lead in the role of Project Manager, including project portfolio management, over the most complex information technology (IT) projects. These IT efforts involve integration of complex internal and external data management systems and data exchanges. The Project Manager will be responsible for concurrent management of multiple projects.

As an IT subject matter expert, the Sr. ISA assists staff and customers in identifying business process improvement opportunities, initiating and managing IT projects, delineating business needs and complying with control agency requirements for IT projects. The incumbent is responsible for implementing California Department of Technology's (CalTech's) Project Approval Lifecycle process requirements and compliance reports. The Sr. ISA employs industry-recognized, State and departmental project management methodologies to manage IT projects in order to ensure needs are met, departmental standards are followed, and project milestones and deliverables are accomplished. The incumbent is responsible for ensuring that IT projects are undertaken with clear business objectives, accurate costs, and realistic schedules. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS:

- 50% Leads the interdisciplinary project management teams in the development of project management plans in order to effectively communicate project goals and expectations with the stakeholders, project sponsors and teams. Independently manages project activities against schedules and resources allocated by the approved project plans. Addresses and resolves project issues through negotiation with the project team, stakeholders and contractors. Performs ongoing risk assessments to identify and prepare contingency plans to mitigate or reduce potential risks. Establishes metrics for evaluating actual project scope, cost or schedule. As required, prepares Special Project Reports to document project changes for management, project sponsor and control agency review and approval. Troubleshoots issues that become a barrier to the timely completion of the project within budget and scope. Tracks and manages the project budget.
- 20% Prepares and presents the IT Capitol Plan for submission. Provides leadership, input and assistance in executing feasibility studies to evaluate IT projects and in developing and obtaining approval of Stage/Gate reports to gain authority to undertake IT projects. Using matrix organizational structures, establishes project teams to identify tasks to be performed, their duration, and the required resources. Prepares a detailed project plan including resources, cost and schedule estimates to provide a baseline for the project.

JOB TITLE:**POSITION #:** 473-085-1337-002

20% Assists in the development of Statements of Work, Invitations for Bid, Request for Offer, Requests for Proposals, and/or other procurement documents to solicit project proposals. Participates on the evaluation selection committee and prepares Evaluation Selection Reports recommending award of contract to the selected vendor. Administers contracts that are part of the project implementation until formal turnover of the project to production support. Maintains close oversight of contracts to ensure they are properly managed. Tracks contractor tasks and deliverables to ensure timely completion and best quality. Reviews invoices and authorizes payments upon completion of deliverables. Prepares Post Implementation Evaluation Reports documenting the project success and acceptance, and creating an archive for use in similar projects

MARGINAL FUNCTIONS:

10% Conducts lesson learned sessions with technical and program area management and staff to document the project's successes and issues in order to improve future project efforts. Coordinates with other staff members on special projects, gathers data and prepares reports. Provides back-up support to other team members in their absence.

SUPERVISION RECEIVED: Reports to Business Enterprise Services Manager

SUPERVISION EXERCISED: N/A

TYPICAL PHYSICAL DEMANDS: Work on a personal computer up to 60% of the time. Occasionally required to lift and carry objects weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Professional Knowledge of: Principles and practices of supportive staff services; Department goals and policies; Project Management best practices and industry standards; IT purchasing methods and tools; Complete understanding of the CA-PMM and Software Development Life Cycle; Familiar with CA budgeting, Procurement and Contracting processes;

Ability to: Develop and maintain cooperative and harmonious relationships with department customers and colleagues; Analyze data and situations accurately and take effective action; Reason logically and draw valid conclusions; Present ideas and information effectively verbally and in writing; Perform completed staff work; Effectively facilitate meetings, synthesize key points/issues and present to stakeholders; Identify and solve problems.

Experience: 3-5 years working as a Project Manager on medium or other large IT projects. Experience in providing excellent customer service. Experience managing complex projects using all aspects of the Project Management lifecycle; Knowledge and experience working with the Information Technology Infrastructure Library (ITIL) methodology.

CERTIFICATION OR LICENSE:

Certified Project Management Professional (PMP) - Desirable